



## 8.7 Substance misuse, no alcohol and no smoking policy

### Policy statement

Explorers comply with health and safety regulations and the Safeguarding and Welfare Requirements of the Early Years Foundation Stage in making our settings all smoke free environment, zero tolerance to substance misuse and all staff to never be under the influence of alcohol during working hours.

### Procedures

- \* All staff, parents and volunteers are made aware of this Policy.
- \* No-smoking signs are displayed prominently.
- \* This Policy is stated in information for parents and staff.
- \* We actively encourage no-smoking, no drugs and sensible drinking by having information for parents and staff about where to get help if they are seeking this information.
- \* Staff who smoke do not do so during working hours, unless on a scheduled break and off the premises.
- \* Staff who smoke during working hours and travelling to and from work must not do so whilst wearing an Explorers uniform, or must at least cover the uniform.
- \* E-cigarettes are covered by the same policy and standards.
- \* Staff who smoke or use e-cigarettes during their scheduled breaks must go well away from the premises and change/cover uniform.
- \* Staff who smoke during their break make every effort to reduce the effects of odour and passive smoking for children and colleagues
- \* Smoking is not permitted in any vehicles belonging to Explorers.
- \* It is a criminal offence for staff to smoke in smoke-free areas, with a fixed penalty of £50 or prosecution and a fine of up to £200.
- \* Staff are made aware of the zero tolerance for substance and drug misuse.
- \* Drug and substance misuse refers to: - the use of a drug for purposes other than that for which the drug was intended, or using a drug in excessive quantities. Drug misuse can include drug addiction and drug misuse can severely affect an individual's physical and mental health, social situation, decisions and behaviours. Misuse can include:
  - \* The use of any controlled drug as defined by the Misuse of Drugs Act 1971 or any statutory re-enactment.
  - \* The accidental or intentional misuse of prescribed or 'over the counter' medication.
  - \* The misuse of substances, e.g. solvents which can impair behaviour, judgement or job performance of the individual.
  - \* The use of psychoactive substances 'legal highs', not controlled under the Misuse of Drugs Act 1971 with the exception of those in everyday use such as medicines, alcohol, cigarettes and caffeine.
- \* Employees must not possess, consume or provide drugs whilst working (except prescription drugs prescribed to the individual).
- \* Drug possession or dealing will be reported to the police, without exception.
- \* Employees must not report for work while under the influence of drugs.



- \* Employees convicted of a criminal offence connected with drugs are likely to be dismissed, regardless of whether the offence took place at work or outside of work.
- \* Employees on prescribed medication that may affect their ability to perform their duties must notify the manager immediately.
- \* Staff are made aware of the issues of drinking too much alcohol, the effects on their own health and can access help if required.
- \* Staff must not report for work whilst intoxicated.
- \* Staff are made aware that failure to adhere to this policy and procedures may result in disciplinary action and possible liable for dismissal, regardless of the circumstances.

### Legal Framework

- \* The Smoke-free (Premises and Enforcement) Regulations (2006)
- \* The Smoke-free (Signs) Regulations (2012)
- \* The misuse of Drugs Act (1971)

### General Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment

Providers must have a no-smoking policy, and must prevent smoking in a room, or outside play area, when children are present or about to be present.

### Support Available to Employees

Drinkline – a government-funded free service. Can provide advice to the alcohol drinker or anybody concerned about the drinker. Has a database of local support and treatment services that can help the drinker. Helpline: 0800 917 8282 Website: [www.drinkaware.co.uk](http://www.drinkaware.co.uk)

Talk to FRANK – a government-funded free service, previously named the National Drugs Helpline. Can provide advice to the drug user or anybody concerned about the drug user. Has a database of local support and treatment services that can help the drug user. The focus of the helpline is for young people and concerned parents, but will also assist adult drug users. Helpline: 0800 77 66 00 Website: [www.talktofrank.com](http://www.talktofrank.com)

Alcoholics Anonymous – the largest self-help group for people who acknowledge they cannot handle alcohol, and want a new way of life without it. Helpline: 0845 769 7555 Website: [www.alcoholics-anonymous.org.uk](http://www.alcoholics-anonymous.org.uk)



Narcotics Anonymous – the largest self-help group for people who want to stop using drugs. Services are free. Helpline: 0845 373 3366 Website: [www.ukna.org](http://www.ukna.org) (includes details of local groups)

Cocaine Anonymous – national self-help group specifically for cocaine users. Helpline: 0800 612 0225, open 10:00am to 10:00pm Website: [www.cauk.org.uk/index.html](http://www.cauk.org.uk/index.html)

Adfam National – the largest non-statutory organisation that works with and on behalf of families affected by drug and alcohol problems. Helpful for the family of the alcohol or drug user. Helpline: 020 7553 7640 Website: [www.adfam.org.uk](http://www.adfam.org.uk)

The Home Office website for drugs policy includes a contact list of drug (and alcohol) action teams responsible for co-ordinating drug and alcohol treatment services in each English local authority area. These local teams should be able to advise on which specific treatment agency the alcohol/drug user should approach in their local area. Website: [www.drugs.gov.uk/dat/directory](http://www.drugs.gov.uk/dat/directory)

Health & Safety Executive (Great Britain) Helpline: 0845 345 0055 [www.hse.gov.uk](http://www.hse.gov.uk)

Alcohol Concern – a non-statutory organisation that provides information, advice, consultancy and training on workplace and a wide range of alcohol policy issues. The consultancy and training service is fee based. Helpline: 020 7264 0510 Website: [www.alcoholconcern.org.uk](http://www.alcoholconcern.org.uk)

Release – a registered charity able to advise on specialist areas of drugs law. Helpline: 0845 4500 215 (legal matters), open 11:00–13:00 Monday–Friday Website: [www.release.org.uk](http://www.release.org.uk)